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## OFFICIAL ROUTING SLIP

Approved For Release 2001/08/07 : CIA-RDP79-00498A000600060023-4

DDA Registry  
File Records

TO	NAME AND ADDRESS	DATE	INITIALS
1	DDCI		
2	Room 7D-6011 Headquarters		
3			
4			
5			
6			

ACTION	DIRECT REPLY	PREPARE REPLY
APPROVAL	DISPATCH	RECOMMENDATION
COMMENT	FILE	RETURN
CONCURRENCE	INFORMATION	SIGNATURE

## Remarks:

Wank,  
The attached requires  
a status report on our position  
re records destruction. I thought  
you should be made aware

DDA 76-6322

STATINTL

FOLD HERE TO RETURN TO SENDER

FROM: NAME, ADDRESS AND PHONE NO.

DATE

Deputy Director for Administration

7D24

1 DEC 1976

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FORM NO.

1-67

237

Use previous editions

(40)

Control Schedule  
December 1976

## Distribution:

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DDA:JFBlake:der (21 December 1976)

20 December 1976

## STATUS REPORT ON THE RECORDS CONTROL SCHEDULE REVISION PROGRAM

### I. CURRENT STATUS OF THE SCHEDULE REVISION PROGRAM

The Program to revise and combine our records control schedules and to obtain the approval of the Archivist of the United States as prescribed under provisions of Title 44, Chapter 33, U.S. Code has been underway since July 1975.

In May 1976 we made our initial submission of three schedules to the Archivist. In June we were tasked by OLC with sending copies of these three schedules and all remaining schedules, as they were completed, to the Senate Select Committee on Intelligence for their review and clearance prior to the destruction of any records. In December, once again at the request of OLC, copies of all completed schedules were sent to the House Committee on Assassinations for their review and clearance. In addition, we were told in December that "for informational purposes only," copies of all completed schedules were being provided to the Government Information and Individual Rights Subcommittee of the Committee on Government Operations.

As of 17 December the following sixteen schedules had been submitted to the Archivist, the Senate Select Committee on Intelligence and the House Committee on Assassinations:

- National Intelligence Office
- Office of Strategic Research, DDI
- Audit Staff
- Office of Inspector
- Office of DCI
- Office of Legislative Counsel
- Office of General Counsel
- Intelligence Community Staff
- Office of Comptroller
- Directorate of Intelligence
- Office of Central Reference, DDI
- Office of DDA Staffs

Office of Logistics, DDA  
Office of Medical Services, DDA  
Office of Data Processing, DDA  
Office of Training, DDA

To date, the Archivist has approved the following four schedules which are relatively small and less complex than the other schedules submitted:

National Intelligence Office  
Office of Strategic Research, DDI  
Audit Staff  
Office of Inspector

To date, neither the Senate Select Committee on Intelligence nor the House Committee on Assassinations have responded on any of the schedules submitted for their review and clearance.

In summary, though the moratorium on the destruction of records ended on 10 December, no records can now be destroyed until a schedule authorizing their destruction has been reviewed and approved by the Archivist of the United States, the Senate Select Committee on Intelligence, the House Committee on Assassinations plus a final review by the originating component. In reality, though no longer self-imposed, the moratorium on the destruction of Agency records continues.

## II. PROCESSING OF A RECORDS CONTROL SCHEDULE

Each records control schedule submitted by an Agency component goes through the following processes from the time it is submitted to RAB until it is approved by the Archivist; is reviewed and cleared by the Senate Select Committee on Intelligence and the House Committee on Assassinations.

a. RAB's initial review, negotiations of required changes with component, final RAB review.

b. NARS representative's initial review and discussions for changes with RAB.

c. RAB's coordination of changes with component.

- d. NARS representative review of changes made.
- e. RAB's MCST typing of schedule and SF 115.
- f. RAB's coordination for signatures from Component/Directorate RMO and head of component for content and security classification.
- g. Submission of SF 115 to NARS and submission of schedule and SF 115 to Select Committee on Intelligence and House Committee on Assassinations.
- h. Await NARS approval of SF 115.
- i. When NARS approval received, RAB distributes the approved schedule copies to the components with covering memorandum prohibiting destruction by the components until the Senate Select Committee on Intelligence and the House Committee on Assassinations have completed their review and clearance.
- j. Upon receipt of the approved schedule, the components may transfer records to the Agency Records Center or the Agency Archival staging area as authorized under the disposition instructions.
- k. RAB notifies components formally when clearance is received from the Select Committee on Intelligence and the House Committee on Assassinations.
- l. RAB notifies Directorates and components when the Committees are ready to review their records for destruction.

### III. EXACT STATUS OF INDIVIDUAL RECORDS CONTROL SCHEDULES

Schedules approved by the Archivist and disseminated to components under covering memorandum prohibiting destruction until clearance and review from the Select Committee on Intelligence and House Committee on Assassinations.

National Intelligence Office  
Office of Strategic Research, DDI  
Audit Staff  
Office of Inspector

Schedules submitted to National Archives for appraisal and approval and to the Select Committee on Intelligence and House Committee on Assassinations for review and clearance.

- Office of DCI
- Office of Legislative Counsel
- Office of General Counsel
- Intelligence Community Staff
- Office of Comptroller
- Directorate of Intelligence
- Office of Central Reference, DDI
- Office of DDA Staffs
- Office of Logistics, DDA
- Office of Medical Services, DDA
- Office of Data Processing, DDA
- Office of Training, DDA

Schedule complete except for the DD/O signature, (waiting five weeks).

Directorate of Operations

Schedule being reviewed by component for classification prior to final approval by them.

Office of Security, DDA

Schedules which have been reviewed by RAB and NARS representative, and are to be typed and coordinated with the originating office prior to being released to Archivist and Committees.

- Office of Communications, DDA
- Office of Personnel, DDA
- Office of Finance, DDA

Schedule awaiting review by NARS representative, final typing and final coordination of Directorate prior to releasing to Archivist and Committees.

Directorate of Science and Technology